

Work and jobs

1 Choose the correct options to complete the sentences. Use the vocabulary map to help you.

- 1 I'm going to the office on Saturday because I need to *catch / come* up on my work.
- 2 He's got a lot of work to do and he mustn't fall *back / behind*.
- 3 Can we go *over / across* the report, please? There are a few things I don't understand.
- 4 Let's *put / take* off the meeting for a week so that we have more time to prepare for it.
- 5 Kevin is *at / in* charge of the customer database at the company where he works.
- 6 A film has been made about the president's rise *of / to* power.
- 7 My friend is a student, but she earns a *life / living* by working as a waitress.
- 8 James went to a language school because he was *eager / dedicated* to learn French.

2 Complete the sentences with the correct words. The first letters are given and each gap is for one letter.

- 1 America has a president as a leader, but the UK has a prime m_____.
- 2 I'm a sales assistant at a department store and I have f_____ working hours.
- 3 Luisa does a lot of v_____ work for an animal charity.
- 4 This week, some of the staff have to attend a c_____ and present their sales results.
- 5 I'm looking for a p_____ job, not something just for the summer.
- 6 Ben is a top e_____ at a tech company and earns a lot of money.
- 7 A f_____ adviser can suggest the best ways to invest your money.
- 8 We want to offer you an o_____ to improve your skills.

3 Complete the sentences with the words in the box.

business costs income lack loss offer results situation socks source

- 1 A reliable _____ has informed us that the senator is going to quit the presidential race.
- 2 Come on, man! Pull your _____ up! We've got a lot of work to do.
- 3 The manager here has an annual _____ of £50,000.
- 4 Lucy has accepted an _____ to work at the mayor's office as an assistant.
- 5 Due to the stress of her job, Karen suffered from memory _____.
- 6 He couldn't concentrate at work because of _____ of sleep.
- 7 The company isn't doing well financially and needs to cut _____.
- 8 Donald is unemployed and it's a very stressful _____ for him and his family.
- 9 We report _____ to the manager during monthly meetings.
- 10 Carla succeed in _____ and became wealthy because she had clever ideas.

Answer key

1

- 1** catch
- 2** behind
- 3** over
- 4** put
- 5** in
- 6** to
- 7** living
- 8** eager

2

- 1** minister
- 2** flexible
- 3** voluntary
- 4** conference
- 5** permanent
- 6** executive
- 7** financial
- 8** opportunity

3

- 1** source
- 2** socks
- 3** income
- 4** offer
- 5** loss
- 6** lack
- 7** costs
- 8** situation
- 9** results
- 10** business